

# Year 2 – Mentor/Mentee Timeline

## **September-November**

- Mentors meet with Mentees
- Attend required meeting with the Certification Committee (CSC)
- Review / modify Initial Professional Certification Action Plan (PCAP)
- On-going weekly meetings
- One formal observation (pre/post)

## **By December Break** (Submit together)

- Submit formal observation and updated IPCAP for review by the CSC- Please sign first!  
(Returned as a working document)
- Mentor submits a summary statement of Mentee's progress.

## **January - March**

- Ongoing meetings
- Work on IPCAP goals
- Regular meetings, conference & observations
- Complete two formal observations (pre and post conference- 30 min.)

## **Before April Break** (Submit together)

- All formal observation notes
- Meeting log & notes
- IPCAP
- Final summary statement and recommendation for Professional Teaching Certificate\*
- Mentor sign off sheet

## **May- June**

- Develop a MSAD#54 Teacher Renewal plan and submit to CSC.
- If conditional, provisional or transitional be sure to complete DOE Portal application. Requirements may vary.

## **Please note:**

Mentees wishing to appeal the final CSC decision should refer to the MSAD#54 Certification Handbook.

In some cases, it may be suggested that a Mentee file for an extension.

